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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

18 May 1953

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DOC	17	REV DATE	05/04/81	0708995
ORIG COMP	-	TYPE	101	
ORIG CLASS	5	CLASS	3	REV CLASS C
JST	22	NEXT REV	2011	AUTH. NO. 10-3

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1. Office heads were asked to review the operations of the Career Service Boards established in their Offices. Colonel White stated that the functioning of these boards generally fell short of what might be reasonably expected. In part this was attributed to uncertainties regarding the personnel for whom the boards have career planning and development responsibilities. Upon completing the current process of identifying employees according to career designation, a firmer basis will exist for the boards to embark upon full-fledged programs. Colonel White mentioned the need for each Office to develop positive steps aimed at selecting, training and developing a corps of personnel possessing the special skills required to perform the functions with which the individual Office is concerned. Concurrently, positions throughout the Agency which require personnel with these qualifications should be earmarked so that the appropriate DD/A office can insure placement of competent personnel as such positions become vacant. Individual Office boards can proceed toward this objective regardless of the number of employees now assigned to Offices outside the DD/A area who may want to affiliate with any of the DD/A career designations.

2. Colonel White referred to the recent inability of the Defense College Selection Board to recommend Agency nominees for attendance at Service Schools because of the inadequate number of qualified candidates. He expressed the feeling that the benefits gained by employees who participate in Service School training would be reflected in improved performance of duties. The policy in effect in the DD/A organization should be communicated to all personnel in DD/A Offices, namely, that except for very exceptional circumstances, no objection will be interposed in connection with applications to attend Service Schools.

3. Colonel White requested that travel orders prepared in connection with overseas travel by personnel assigned to DD/A Offices be forwarded to him for signature. This procedure is to be uniformly observed unless an emergency situation might require otherwise; also, it applies equally to travel which is chargeable to project funds.

4. Colonel White reported on a recent discussion with General Cabell regarding the regulations system. Tentatively the decision has been made to eliminate Clandestine Services Instructions and Notices. There would be only two types of regulations, namely, Agency Regulations authenticated by the DD/A for the DCI, and [redacted] authenticated by the DD/P for the DCI. Agency Notices and [redacted] would be authenticated in the same manner.

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5. Two reports prepared recently by the Personnel Office were cited by Colonel White as examples of the kind of planning and review of Office functions which, if adopted by other Offices, would contribute to more effective preparation and presentation of budget requirements. One of these papers was a detailed outline of operating objectives for the current calendar year. The other was a comprehensive report of accomplishments during the past year. Colonel White recommended that other DD/A Offices give consideration to developing similar programs. He observed that this kind of activity should probably be based on fiscal year in lieu of calendar year periods. In order to avoid the extensive reworking of budget requirements which characterized this year's procedure, Colonel White discussed the future plan to ask each Office to develop broad, preliminary estimates without requiring detailed justifications. These preliminary estimates will then be cleared with the Director in order to obtain an approved framework within which specific requirements may be subsequently detailed by each Office.

6. Mr. Wolf called attention to the obligation which should be impressed on all DD/A personnel with respect to information that they may have from time to time which contains important policy or administrative implications. All personnel should understand the need to refer such information to their Office heads, who in turn will decide if it appears to require the attention of the DD/A or the ADD/A. This procedure is to be observed even if the information is predominately of interest to an Office other than the one to which it is initially addressed or referred. Prior to forwarding to the Office principally concerned, the material should be analyzed and brought to the Office head if it appears to fall in the category of data which are to be referred to the DD/A and ADD/A.

7. Mr. Wolf observed that representatives are occasionally made to the effect that DD/A Offices have been unable to deliver on commitments made to operating offices. He asked that the DD/A and ADD/A be notified if problems arise which will result in the inability of Offices to discharge their commitments or will otherwise impede performance.

8. Mr. Wolf asked Office heads to insure that concurrences shown on papers actually reflect their opinion. Such concurrences are frequently given by designated representatives. The volume of material requiring concurrences by individual Offices is now so large that the practice could easily grow up whereby this responsibility is shifted from the Office head to his representative. Each representative must constantly recognize the need to keep his chief alerted to those items which affect the responsibilities and functions of the particular Office.

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